

I. INTRODUCTION

Shelby County Government (the "County"), on behalf of the Shelby County Register is seeking proposals from interested and qualified firms to provide digital Orthographic Projection (the "Services"), for a Shelby County Government. This Request for Proposal ("RFP") is being released to invite interested and qualified companies to prepare and submit proposals in accordance with instructions provided where the successful candidate will be selected and invited to enter into a contractual relationship with Shelby County for the Services outlined in this RFP. In this RFP, the terms Proposer and Consultant are used interchangeably unless the context indicates otherwise.

II. MINIMUM PROPOSER REQUIREMENT

All Proposers must:

1. Have at least three (3) years experience in digital Orthographic Projection.
2. Have all appropriate licenses and certifications required by appropriate government agencies to perform the Services;
3. Have sufficient personnel or sub-consultants available to perform the Services on a timely basis.
4. Apply for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration (see the details outlined in section VII General Requirement/e. Selection Criteria)
5. Adhere to all Title VI requirements and provide proof/documentation if necessary

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an "Equal Opportunity Compliance" certification number. The vendor # is obtained through the Purchasing Department and the EOC certification is obtained through the Shelby County EOC Administration. . If you have any questions regarding the vendor # please call the Purchasing Department @ 901-545-4360 or download the Bidder's List Application & the W-9 at http://www.shelbycountyttn.gov/FirstPortal/dotShowDoc/dotContent/Government/CountyServices/AdminandFinance/bidder_app.pdf and <http://www.shelbycountyttn.gov/FirstPortal/dotShowDoc/dotContent/Government/CountyServices/AdminandFinance/fw9.pdf>

If you have any questions regarding the EOC qualification, please call 901-545-4336 or download the document at

http://www.shelbycountyttn.gov/FirstPortal/dotShowDoc/Government/CountyServices/AdminandFinance/eoc_contract_comply_v2.pdf

****You may respond to this solicitation if you have at least applied for a vendor # and the certification. Please include a copy of the applications that you submitted with your proposal response.**

III. CORRESPONDENCE

All correspondence, proposals and questions concerning the RFP are to be submitted to:

Celeste S. Walker, Deputy Administrator
Shelby County Government
160 N. Main St. Suite 550
Memphis, TN 38103
(901) 545-4360

Respondents requesting additional information or clarification are to contact Ms. Celeste S. Walker in writing at celeste.walker@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the RFP to which the question pertains and all contact information for the person submitting the questions. **IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be August 14, 2007 by 12:00 p.m. (CST).** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFP may disqualify your company from further consideration.

IV. PROPOSAL SUBMISSION & DEADLINE

All proposals must be received at the address listed above no later than **August 20, 2007 @ 3:00 p.m. (CST)**. Facsimile or e-mailed proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

It is anticipated that there will be a close relationship between the Shelby County Register's Office and the Firm that is awarded the job via telephone, e-mail, and site visits. At least, a weekly written status reports will be provided during the project.

Shelby County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective Proposers shall be notified. The anticipated timeline is as follows:

Request for Proposals Released
Proposal Due Date
Notification of Award
Project Completion

Friday, August 3, 2007
Monday, August 20, 2007 by 3:00 pm
August/September 2007
no later than June 1, 2008

The County may reproduce any of the Proposer's proposal and supporting documents for internal use or for any other purpose required by law.

VI. PROPOSAL CONDITIONS

a. Contingencies

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all proposals.

b. Modifications

The County reserves the right to issue addenda or amendments to this RFP.

c. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposals arrive on or before the specified time.

d. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this RFP and Proposers agree that all costs incurred in developing this RFP are the Proposer's responsibility.

e. Final Authority

The final authority to award a contract rests solely with the Shelby County Purchasing Department.

f. Proposal Validity

Proposals submitted hereunder will be firm for at least ninety (90) calendar days from the due date unless otherwise qualified.

g. LOSB

The County encourages the utilization of locally-owned small businesses as sources of subcontract work. The County notifies all respondents that all firms and/or individuals shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Title VI of the Civil Rights Act of 1964, as amended.

LOCALLY OWNED SMALL BUSINESS PURCHASING PROGRAM RULES AND REGULATIONS:

(i) The Administrator of Purchasing in conjunction with the Administrator of EOC shall identify certain goods and services required by the County to be set aside for special purchasing procedures for locally owned small businesses.

(ii) Only certified locally owned small businesses will be allowed to submit competitive bids on the goods or services identified under paragraph (i) above.

(iii) The Administrator of Purchasing shall, in conjunction with the Administrator of EOC, annually review the Shelby County Capital Improvement Program to determine those projects with a construction cost of \$250,000 or more. Contracts amounting to at least ten (10%) of the construction costs of such project shall be awarded to locally owned small businesses as defined herein, except as set forth in sub-paragraph (vi) of this section, either as part of the conditions of the solicitation for general contractors bidding on these projects, or as separate bids issued by the County for subcontracts that may be assigned to general contractors.

(iv) After adhering to all other bidding and purchasing requirements of the County, not inconsistent with this part, if no bids are received from locally owned small businesses, then the County may solicit bids for the goods or services from all other sources.

(v) On all purchases and/or contracts entered into by the County, the Purchasing Administrator or his or her designee shall have the right to negotiate with any supplier of goods or services to the County for the inclusion of locally owned small business subcontractors and/or suppliers in the contract award.

(vi) Failure by a supplier or contractor to include locally owned small business sub-contractors or suppliers in its bid or contract may be grounds for rejection of said bid or contract unless the supplier or contractor can show documented evidence of good cause why none were included.

(vii) Any locally owned small business awarded a contract or purchase order under this section shall not sublet, subcontract or assign any work or services awarded to it without the prior written consent of the Mayor or the Purchasing Administrator.

(viii) As to those purchases below the requirement for a formal bid solicitation (currently, under \$15,000) and not included in the locally owned small business set aside, the Administrator of Purchasing shall determine if any locally owned small business offers that product or service. If so, at least one such eligible locally owned small business should be included in the vendors contacted for an opportunity to bid, and the Administrator of Purchasing may, at his discretion, designate in a purchase order the purchase of such goods and services from the identified locally owned small business.

(ix) In those situations where a locally owned small business as defined herein, engages in open competitive bidding for County contracts, the Administrator of Purchasing shall provide for a preference for the locally owned small business where responsibility and quality are equal. Said preferences shall not exceed five percent (5%) of the lowest possible bidder meeting specifications. The preference shall be applied on a sliding scale in the following manner:

- a. A preference of up to five percent (5%) shall be allowed for contracts up to \$500,000.00;
- b. A preference of up to three and five-tenths percent (3.5%) shall be allowed for contracts up to \$750,000.00;
- c. A preference of two and one-half percent (2.5%) shall be allowed for contracts up to \$1,000,000.00;
- d. A preference of two percent (2%) shall be allowed for contracts that exceed \$1,000,000.00.

(x) For construction contracts over \$2,000,000.00, the Administrator of Purchasing shall provide for a preference of two percent (2%) to general contractors meeting the requirements of Section 1, Subparagraph B, if fifty percent (50%) or more of the total work comprising the bid has been or will be awarded to certified locally owned small businesses. The fifty percent subcontracting threshold must be met prior to contract execution.

(xi) The Administrator of Purchasing may divide a single bid package for any purchase of goods and services into two or more smaller bid packages in any case that the Administrator of Purchasing reasonably believes that the smaller bid packages will result in a greater number of bids by locally owned small businesses.

(xii) The Administrator of Purchasing, upon approval of the County Mayor, may establish special insurance and bonding requirements for certified locally owned small businesses so long as they are not in conflict with the laws of the State of Tennessee.

(xiii) The Administrator of Purchasing, with the approval of the County Mayor, shall adopt and promulgate, and may from time to time, amend rules and regulations not inconsistent with the provisions of this ordinance, governing the purchase of goods and services from locally owned small business concerns to effectuate and implement the Locally Owned Small Business Purchasing Program within the intent of this ordinance.

(xiv) The Administrator of EOC shall, in conjunction with the Administrator of Purchasing, provide a written quarterly report to the Mayor and Board of Commissioners which shall include a summary of the purchases selected for this program, a listing of the contracts awarded to locally owned small businesses for the period, and the dollar amounts of each such contract, and the percentage which such contracts bear to the total amount of purchases for the period.

h. Living Wage

Shelby County Government Ordinance # 328 "Living Wages" is hereby incorporated into this Request for Proposal and any resulting contract. Please make sure that you review and apply the requirements of the ordinance to your proposal response. Failure to do so will result in disqualification from the review and award process. You may view and print the ordinance as a separate attachment for this RFP (*please do not forget to download ALL the additional attachments*).

VII. GENERAL REQUIREMENTS

a. Background

To select the best-qualified firm and award a County-approved contract for digital orthographic projection to perform the Services and to satisfactorily complete all activities associated with the Services. The successful firm will be judged on the quality, the cost and flexibility of this service.

b. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified Consultant selected through a competitive process. The Consultant must be prepared to begin immediately upon receipt of a Notice to Proceed. Consultant is expected to conduct field review and meet with all appropriate government officials within one week of receipt of the Notice to Proceed.

c. Project Time Frame

The initial term of the contract will begin upon the execution of a contract with the successful vendor and will end no later than June 1, 2008.

d. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

e. Selection Criteria

Each response will be evaluated on the criteria outlined in Section XII of this document. Each bidder should set out in its response to this RFP to clearly identify the qualifications of its company and each individual who will work on this project.

As part of the qualification process each vendor will be required to apply for an EOC # and provide workforce utilization information. Please contact the EOC Administration @ 901-545-4336 to obtain the necessary documents and to ask any questions that you may have regarding this information. The EOC application is available online at the following link:
http://www.shelbycountyttn.gov/FirstPortal/dotShowDoc/Government/CountyServices/AdminandFinance/eoc_contract_comply_v2.pdf

During the evaluation process, Shelby County Government reserves the right to consider the vendor's EOC rating in the evaluation.

f. Additional Information and References

Any additional information that would be helpful to the County in evaluating a proposal, including a list of current and former clients with a similar profile to Shelby County, should be submitted. At least three (3) former clients who have terminated in the last five (5) years should be included on this list.

VIII. AWARD OF CONTRACT

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor.

IX. PURPOSE

To select the best-qualified company and award a County-approved contract for professional services to perform the Services and to satisfactorily complete all activities associated with the Services.

Services Required

The Shelby County Register is requesting proposals for digital Color Orthographic Projection for the entire county to be acquired and developed over the next flying season. The specifics are described in this document.

According to the US Census the population of Shelby County was 906,178 in 2003, up from 897,472 in 1990. The County covers approximately 755 square miles, has 7 strong municipalities, and has over 330,000 parcels.

It is the desire of the Shelby County Register to continue to develop digital Orthographic Projection. The Shelby County Register has adopted ArcGIS as the GIS standard, and maintains an ArcIMS website. All Shelby County Register's data will be available to the firm that is awarded the job to assist in this project. The Shelby County Register will maintain GIS capability using ESRI's mapping software. All deliverables shall be compatible and operational within the Shelby County Register's current system, and shall be deemed unacceptable until compatibility is assured.

B. Project Requirements & Procedures Overview

The proposed Digital Orthographic Projection project involves three separate, but related, components. The three components are acquisition of color aerial photography, digital contours and production of digital orthographic projection. The Shelby County Register is highly confident in the existing digital orthophotos and desires new digital orthophotos that are very similar in quality, appearance, and standards as the present set.

The basic specifications outlined here in are designed to obtain digital orthophotos utilizing "traditional" analytical photogrammetric techniques and equipment. The respondent may propose the use of softcopy photogrammetric techniques and equipment that use supervised and operator assisted methods that meet or exceed traditional methods.

The Shelby County Register's Office is knowledgeable on conventional Orthographic Projection costs, acquisition, and creation methods. However, based on financial constraints and advances in new imaging technology, the Shelby County Register is of the understanding that the new digital aerial cameras can provide the necessary positional accuracy, image resolution, and quality that are sufficient for the needs of the Shelby County Register. This Request For Proposals (RFP) allows for only digital Orthographic Projection, and invites respondents to provide a detailed proposal for meeting the needs for new photography for the Shelby County Register.

A detailed narrative describing how the respondent will complete each phase of the project, including source document and data gathering, production methods, Quality Assurance and Quality control procedures responsibilities of county personnel during the course of the project. The proposal shall address items identified herein and show how the proposal meets or exceeds the requirements. It should also identify areas of omission in the RFP as related to accomplishing the stated goal and suggest methods to enhance the RFP.

The proposals will be evaluated based on the value to the Shelby County Register, a combination of the ability of the vendor to meet product specifications, references, and cost (see Evaluation Criteria below). The means and methods utilized to create specified products can vary but must be proven methodologies.

The scope of work for this project includes aerial imagery to be collected as three-inch pixel resolution with fourteen-micron scale and film at a six sixty negative scale and digital sensor for traditional film processing. The respondent may use an existing DTM or a DTM created by the Respondent as part of the project, for rectification of the new Orthographic Projection. Proposals should be submitted using the existing DTM and with the pricing to create a new digital DTM with two foot contours, and one foot contours including elevations. It is the respondent's responsibility to determine the best process to produce the orthoimagery from the existing or created DTM.

The respondent shall be responsible for any control survey necessary to produce an accurate and acceptable product and may propose alternative methods, products, or procedures that exceed these minimum standards.

Scope of Work

Aerial Photography

A. Digital Terrain Model

The scope of work for this part of the project includes color aerial imagery to be collected at the appropriate flying height to produce digital orthoimagery with three inch pixel resolution. The respondent shall use the existing DTM or a DTM created by the Respondent as part of the project, for rectification of the new orthographic projection. It is the respondent's

responsibility to determine the best process to produce the orthoimagery from the existing DTM. The respondent shall be responsible for any control survey necessary to produce an accurate and acceptable product and may propose alternative methods, products, or procedures that meet or exceed these minimum standards. Respondent is requested to provide separate pricing for both two foot contours and one foot contours with elevations flown at the appropriate altitudes. All digital processing is allowed.

Specifications associated with the aerial photography component shall follow those of the Aerial Photography Standards, 1995 Draft Standards for Aerial Photography published by ASPRS Specifications and Standards Committee should be used (available on the Web at www.asprs.org/asprs/resources/standards/photographv.htm).

To minimize requirements for ground control and to minimize project time, the Respondent is required to use airborne GPS technology to collect the x, y and z position of the aircraft and an Inertial Measurement Unit (IMU) to collect aircraft attitude position. Ground control targeting costs shall be listed in the proposal.

B. Required buffer beyond Shelby County boundary:

The digital imagery shall extend a minimum of 500 feet beyond the border of the county. The images shall have a smooth edge along the entire buffered length of the county.

C. Required Coordinate system:

All deliverables shall be referenced to Tennessee State Plane West coordinates (NAD83n NAVD88) with US feet as units.

D. Suggested Flight Timing:

Photography is to be color or black and white aerial photography and performed between December and February of 2008 after the majority loss of foliage and prior to onset of spring vegetation. Photography shall not be secured when the ground is obscured by haze, snow, smoke, dust, floodwaters, or environmental factors that may obscure ground detail. Clouds and/or shadows of clouds shall not appear in the photograph. The solar altitude shall be defined by the application but in general, it should not be less than 30 degrees when aerial negatives are exposed. Therefore, it should be flown generally between the hours of 10AM and 2PM Central Standard Time. Respondents are asked to propose an approach to the photography acquisition that shall best meet these needs.

E. Altitude:

Flight height sufficient to develop appropriate image resolution, similar to previous. In-Flight departures from flight heights required to produce the desired image scale shall not exceed minus two percent (-2%) or plus five percent (+5%) unless changed by Air Route Traffic Control Centers.

F. Other areas to be addressed by the proposal in regard to Aerial Photographic Approach include, but are not limited to the following: